



# FOOD SECURITY OUTCOME MONITORING : SYRIAN REFUGEES IN JORDAN

**TERMS OF REFERENCE- DRAFT**  
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## SUMMARY

As the Syrian refugee crisis enters its fifth year, rates of external assistance have begun to decrease which has correspondingly resulted in higher instances of chronic vulnerability. According to the May 2015 Comprehensive Food Security Monitoring (CFSME) exercise conducted by WFP/REACH, only 15 percent of refugee households living in host communities are considered food secure after cuts to WFP assistance in 2014, compared to some 50 percent prior to the reductions. Such large scale changes to vulnerability levels indicate an urgent need to monitor the impact of fluctuating assistance levels on vulnerability over time – particularly now that WFP assistance is to be increased for the last quarter of 2015. This will not only ensure the quantity and type of assistance delivered is prioritised for those beneficiaries most in need, but will also assist in determining minimum worthwhile value vouchers. As such, REACH proposes a comprehensive monitoring exercise to measure the food assistance outcomes of both beneficiaries and non-beneficiaries to compare changes over time and assess impacts of WFP food assistance.

## BACKGROUND & RATIONALE

Since the start of the Syrian crisis in March 2011, over 630,00 refugees have been registered in Jordan, 85% of whom reside in host communities throughout the country.<sup>1</sup> The protracted conflict has left refugees in host communities increasingly subject to heightened level of vulnerability, as they deplete their coping mechanisms and have limited alternative options to meet basic needs. This is particularly true for food security at the household level. According to the 2015 Jordan Response Plan (JRP), “low and limited income remains the most restraining factor to food access, and is compounded by greater national demand for food and non-food items...While the flexibility of the voucher programmes enables families to purchase a full diversified food basket, poor dietary diversity among girls and boys aged 6 to 23 months has been reported with 75 per cent not meeting the minimum standard... likely that the situation would deteriorate with a reduction in assistance.”<sup>2</sup>

For many vulnerable Syrian refugees and Jordanians, external assistance is the primary, and often sole, means to meet basic needs as inflated demand for goods and services has caused a corresponding increase in the cost of daily commodities. The 2015 Comprehensive Food Security Monitoring Exercise (CFSME) – conducted by WFP and REACH – found that the reductions in WFP assistance in 2014 has led to a 35 percent increase in the number of households classified as food insecure or vulnerable to food insecurity. Furthermore, over two thirds of households have had to resort to severely negative coping mechanisms, such as begging or returning to Syria. This is a 33 percent increase from the previous year. Large increases in food security and economic vulnerability show that changes to assistance levels between 2014 and 2015 are likely to have a negative impact on refugee vulnerability over time. Given the further reductions to WFP assistance during the summer of 2015, it has become increasingly critical to monitor the consequences of fluctuating assistance levels on the most vulnerable refugees.

Despite recent reductions in assistance as of mid-2015, and observed migration of Syrian refugees into Europe, there has been increased spotlight on Syrian refugees, from donors and the wider international community. Accurate and up to date data, provides an opportunity to highlight the key issues, how shifts in the levels of assistance affects refugees, and provide accurate up-to-date data to inform an effective humanitarian response to the fast-changing context of the refugee crisis.

<sup>1</sup> UNHCR Syria Regional Refugee Response, last update 19 October, <http://data.unhcr.org/syrianrefugees/country.php?id=107>

<sup>2</sup> Jordan Response Plan, 2015.

Since 2002, at the first high level forum in Rome, international donors have outlined principles for aid effectiveness, which increasingly focuses on the measurement of results for humanitarian and developmental responses. The WFP Strategic Plan (2014 – 2017) reflects this need to accurately measure and track the outcomes of food assistance, to ensure that WFP achieves its core strategic objective to “fight hunger and promote food security”.<sup>3</sup>

The annual CFSME exercise, conducted by REACH in partnership with WFP, is critical to having a comprehensive understanding of how changing levels and modalities of WFP assistance have impacted food security, in the context of longer-term changes to refugee vulnerability as a result of more structural factors, such as the regulatory framework for refugees. However as the context is now rapidly shifting, with changes to assistance occurring on a month by month basis, it has become increasingly necessary to supplement this in-depth analysis with a more light and dynamic system to measure the outcomes of WFP assistance and verify the targeting criteria in real time as fluctuations occur. This is particularly important for assessing how changing levels of assistance have affected refugee vulnerability, both in terms of how shifts in the value of assistance received as well as how the targeting of beneficiaries - as compared to non-beneficiaries - has impacted food security status. From this information, it will be possible to analyse and verify existing targeting criteria to ensure that the most vulnerable are targeted in the context of reduced funding. In addition to this, tracking changes in levels of food security in conjunction with changing assistance levels will enable WFP to identify what is the minimum level of worthwhile assistance households should receive to maintain sufficient economic resources to meet basic needs. Overall, quarterly monitoring rounds will enable robust monitoring and evaluation of the outcomes and results of different levels and modalities of WFP assistance.

REACH is well positioned to conduct regular food security outcome monitoring, having conducted, in partnership with WFP, the annual CFSME in 2014 and 2015. REACH and WFP conducted the first CFSME in 2014 providing the first nation-wide assessment of food security for Syrian refugees living in Jordan. At this time, Syrian refugees were receiving full WFP assistance, all registered refugees living in host communities received 24JOD (USD 28.2) per month and those in camps received 20JOD. CFSME 2014 found that 74 percent of households were reliant on WFP assistance as their main source of income and that, subsequently, from extrapolating the data, an estimated 85 percent of refugees would not have economic access to sufficient food.<sup>4</sup> In October 2014, WFP implemented targeting in host communities, removing assistance, according to criteria identified in CFSME 2014, for those identified as least vulnerable. However, due to funding shortfalls, for the first three months of 2015, refugees received only JOD 13 (USD 18.3).

To understand how shifts in assistance, and changes in the government regulatory framework for refugees, had effected food security, WFP and REACH launched CFSME 2015. This exercise demonstrated that between 2014 and 2015, since changes in levels of WFP assistance, there had been a dramatic increase in food insecurity and economic vulnerability for Syrian refugees living in Jordan, driven by a depletion in resources; in 2015 68% of households live below the absolute poverty line of JOD 86 (USD 96), compared to 44% in 2014. Findings produced by WFP and REACH, during the annual CFSME exercises, have been critical in providing both WFP and the wider humanitarian community with analysis, over time, how changing levels of assistance have affected food security for Syrian refugees in Jordan. REACH will build on these experiences in the FSOM to produce robust data and products that can monitor outcomes of WFP food assistance and inform evidence-based decision making by WFP and humanitarian actors facing similar funding constraints. In this way WFP will be able to devise and implement more effective targeting.

<sup>3</sup> WFP, 2015, <http://www.wfp.org/> (accessed on 12<sup>th</sup> November 2015)

<sup>4</sup> WFP, REACH, Comprehensive Food Security Monitoring Exercise, 2014.

- The key audience/stakeholder for this research is internal WFP decision makers, specifically informing the targeting and prioritization of assistance criteria.
- Further, given multiple humanitarian actors are facing similar constraints; reduced funding in a context of increased vulnerability, an overview of results could be shared on a quarterly basis, facilitating more effective and evidence based targeting of the wider humanitarian community.

## OBJECTIVES

- **Primary objective:** Measure the food assistance outcomes of both beneficiaries and non-beneficiaries to compare changes over time and assess impacts of WFP food assistance (including cuts or increases in assistance).
- **Specific objectives:**
  1. Validate existing targeting criteria
  2. Assist in determining the minimum worthwhile assistance value
  3. Compare the effects of different modalities of assistance, for example cash as compared to voucher, on food security status – if the operational design and implementation allows

## RESEARCH QUESTIONS

- **Research question 1:** *How have food security levels changed over time for those currently receiving assistance (within the month) – and those not eligible to receive assistance (non-beneficiaries)?*
- **Research question 2:** *How have changes in the value of assistance impacted food security and insecurity status of assisted refugees?*
- **Research question 3:** *What is the minimum value of assistance to ensure households are able to meet their basic food needs?*
- **Research question 4:** How has the addition of cash assistance affected household food security compared with voucher assistance before?
- **Research question 5:** Are the targeting criteria appropriate or is there a need for adjustments?

## METHODOLOGY

The Food Security Outcome Monitoring will provide both quantitative and qualitative information on food security levels of registered Syrian refugees, specifically beneficiaries, stratified according to vulnerability status, and non-beneficiaries of WFP assistance, over time, capturing how changes in assistance are affecting vulnerability. The following section details the specifics of the quantitative and qualitative data collection feeding into this assessment.

### HOUSEHOLD SURVEY

#### Timing of household survey

To accurately measure the implications of changing levels and modalities of assistance, it is important assistance levels remain constant during data collection and that there is no change in assistance within the time-frames in which questions are asked. Therefore, in close communication with WFP, REACH and WFP will aim to schedule the pilot, and future monitoring rounds, during periods in which assistance levels are expected to remain constant. In addition, to avoid potential bias, where possible, WFP, in cooperation with REACH, will avoid sending communication to Syrian refugees on expected changes in assistance level whilst FSOM data collection is ongoing.



### Tool development

In conjunction with the WFP Jordan M&E and Regional Bureau M&E, a tool will be developed incorporating the key facets of the previous PDM tool, and where possible ensuring indicators are comparable with previous PDM data, CFSME 2015 and the VAF assessment framework. REACH, in collaboration with the WFP Jordan M&E and Regional Bureau M&E, will ensure the tool is compatible with WFP corporate M&E guidance (indicator compendium and minimum monitoring requirements) and be responsible for ensuring data quality. To ensure clarity on the exact meaning and intention of each question, REACH will develop a short reference manual for the questionnaire, in coordination with the WFP Jordan M&E and Regional Bureau M&E to ensure the accurate meanings are understood by the assessment team before training the field team. REACH will translate the questionnaire and reference manual into Arabic to be shared in the training of enumerators and this will be shared with WFP.

### Sampling and population of interest

Sampling will be conducted either at the case or the household level, decided in collaboration with the WFP data analyst, prior to the start of the pilot. The sample will only be statistically significant to the unit of measurement, either case or household, that the sampling framework is drawn from. Using WFP data, the sample will be stratified according to the following groups, providing findings generalizable per strata to a 90% confidence level and a 5% margin of error:

- Camp beneficiaries – all refugees located in camps receive full WFP assistance
- Extremely vulnerable\* – those prioritized to receive assistance, and when tiered assistance is provided, those who receive the highest amount.
- Vulnerable\* - depending on availability of funding this category of beneficiaries may receive assistance or may not, changing monthly
- Non-beneficiaries– those not eligible for WFP assistance based on the targeting criteria defined in the CFSME.

To assess all strata, according to clear definitions of vulnerable and extremely vulnerable refugees provided by WFP, a full list of units of the population of interest, with the relevant variables, will be provided. For this to be achieved, WFP will provide access to the necessary data, used by WFP to determine vulnerability of each refugee case, to ensure sufficient information is provided to draw the necessary stratified samples.

Table 1 demonstrates the estimated target sample size assuming:

- 50% prevalence for key indicators given at this stage we do not know the actual prevalence.
- 12% difference in proportion between groups (both between vulnerability strata and over time) with a power of 0.8.

This includes a buffer to account for:

- 5% change in vulnerability category, in the event of a household vulnerability category found to be different from what was specified in the sampling frame (drawn from UNHCR data).
- 10% non-response.

Overall, findings can be generalized to each individual group (camp beneficiaries, extremely vulnerable, vulnerable and non-beneficiaries) with a 90% confidence level and a 10% margin of error.

Table 1 Sample size calculation per quarter/round

Sample Size Calculation – Per Quarter/Round				
Parameters	Camp Beneficiaries	Extremely vulnerable	Vulnerable	Non-beneficiaries
<b>Total population</b>	<b>93,000</b>	<b>214,000</b>	<b>229,000</b>	<b>37,000</b>
Confidence level	90%	90%	90%	90%
Margin of error	5%	5%	5%	5%
<i>Estimated prevalence of key indicator (poor + borderline FCS)</i>	50%	50%	50%	50%
Non-response	10%	10%	10%	10%
Change in vulnerability level from previous assessment	12%	12%	12%	12%
<b>ACTUAL SAMPLE: Sample size required by strata to a 90% confidence level and 5% margin of error</b>	<b>270</b>	<b>270</b>	<b>270</b>	<b>270</b>
<b>Total actual sample size used for analysis per round</b>	<b>1080</b>			
<b>TARGET SAMPLE FROM SAMPLING FRAME:</b> Sample size by strata (accounting for 10% non-response rate)	297	297	297	297
<b>TARGET SAMPLE FROM SAMPLING FRAME:</b> Sample size by strata (accounting for 10% non-response rate & 5% changes between vulnerability strata)	310	310	310	310
<b>Total target sample size drawn from sampling frame per round</b>	<b>1240</b>			

**Note:** it will not be possible to make generalizable findings on any households excluded from the above stratified sampling frame.

The prevalence of core indicators observed in the pilot round data will be used to recalculate the sample size required in future data collection rounds, to achieve the desired level of precision as a minimum on core indicators. The sample for future monitoring rounds will be decided with WFP during the review of the pilot (see Annex for Work Plan).

## **Recruitment**

REACH will utilize the comprehensive roster of interviewers developed by REACH since beginning operations in Jordan in 2012, which will be consulted to identify experienced enumerators for data collection. REACH will aim to use the same enumerators for each monitoring round, however, as each data collection is a short-term contract and there is no guarantee for retention, if needed, the core enumerators will be complemented with new recruits, who will undergo a rigorous recruitment process. Candidates are assessed on their past experience with REACH, their interpersonal and communication skills a necessary asset for engagement with community members for administering questionnaires, as well as their motivation to work on the particular project and their understanding of the relevance and skills required.

## **Training**

Training will be conducted by the operations coordinator, in coordination with the assessment officer, following best practices of training enumerators for similar data collection exercises previously conducted for WFP in Jordan. Training of interviewers, based on the tool reference guidelines finalized with the WFP data analyst, who will be present during the trainings, will focus on FSOM objectives, methodology to be followed, roles and responsibilities, implementation schedule, logistics and security. The pilot questionnaire will be carefully reviewed, question by question and any issues with interpretations will be explored and clarified. To ensure enumerators understand each question, role plays and participatory question and answer sessions will be conducted to review and clarify the understanding of questions for each enumerator.

## **Pre-pilot: Practice of questionnaire and sampling methodology**

Once training is complete, the team will be sent for two days, in simulation of data collection, to practice identifying participants, according to the sampling methodology, and administering the form. From this process, REACH will identify any additional required training or adjustments to the form. All concerns or issues identified during this exercise will be communicated and addressed with the WFP data analyst, including comments on the tool. Finalisation of the survey tool and guidelines, to be shared in Arabic and English, will be in coordination with the WFP data analyst.

## **Data cleaning**

Data collectors will be monitored by field coordinators, the operations coordinator and assessment officer, who will conduct daily spot checks with enumerators, ensuring that questions are understood, asked correctly and data entry is consistent and accurate. The WFP data analyst will be invited to conduct random spot checks during the data collection period. Data entry will occur during data collection, with enumerators using Open Data Kit (ODK) technology to administer the surveys and upload questionnaires to the ODK platform. Data will be downloaded and checked on a daily basis by REACH database officers. Data will be regularly checked during data collection to ensure quality and accuracy. Data cleaning will be conducted throughout data collection and, for each monitoring round, a final cleaned database and data-cleaning log will be provided to WFP on a quarterly basis.

## **Pilot: First round of monitoring**

Once this practice exercise has been completed, and any necessary adjustments made, a full round of data collection and analysis will be conducted, with outputs produced. This first full round of data collection will be called a “pilot”, and, will be reviewed, in conjunction with the WFP data analyst, to identify any issues with the tool, analysis plan or planned outputs, to ensure that future monitoring rounds will follow an agreed standardized methodology across the FSOM exercise. The work plan outlines how the first round of pilot data collection will be conducted, expected time lines for review, and the expected start date for formalized monitoring.

## FOCUS GROUP DISCUSSIONS

To explain and contextualize quantitative findings in more detail a small number of sex disaggregated targeted focus group discussions will be conducted to provide further detail on key trends from the household survey. These focus group discussions can help explain changes in assistance and provide thematic insights into key issues such as pull and push factors for migration, pressures on intra-household decision making as a result of changes in assistance and how contextual factors, such as livelihood opportunities, are effecting food security. These focus group discussions will be designed to have the flexibility to provide more detail on key findings and themes of interest. Qualitative data collection is not expected to be a consistent feature of the FSOM monitoring rounds, and rather, included when deemed necessary by REACH and WFP teams. Therefore, after each round of quantitative data collection, REACH will provide an overview of preliminary quantitative results, and in collaboration with the WFP data analyst, decide if further qualitative data collection is necessary and if so, determine the topics for focus group discussions and targeted demographics.

Depending on the specific thematic interest of each round of focus group discussions, specific locations will be decided in conjunction with the WFP data analyst, however, where possible, to reflect the different context for refugees living in the different geographic areas, focus group discussions will be held in the North, Centre and South regions of Jordan. Table 2 outlines the expected key targeted demographics for each round of focus group discussions:

Table 2 Focus group discussion by gender and vulnerability strata

FOCUS GROUP DISAGGREGATION S	EXTREMELY VULNERABLE *	VULNERABLE *	NON- BENEFICIARIES *	CAMP RESIDENT S	TOTAL
Female	2	2	2	2	8
Male	2	2	2	2	8
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>

**Note\*:** These focus group discussions will be conducted in the host community, likely focus group discussions will be split into 6 focus groups in one governorate and 6 focus groups in a second governorate. Locations will be decided, depending on thematic interests of each round, in collaboration with the WFP data analyst.

After the pilot, the qualitative data collection tool will be reviewed, and lessons learned from the pilot will be used to refine and improve the focus group discussion question route. REACH will train and use WFP data collectors, to build the capacity of the in-house WFP teams and ensure FSOM quarterly rounds are cost efficient and of high quality.



## DATA ENTRY AND ANALYSIS

### Post Distribution Monitoring (PDM) database

To enable comparisons over time, each monitoring round will feed into a larger PDM database with explanatory variables of interest, such as the month of data collection and the value of WFP assistance or the type of WFP assistance (cash or voucher) included. Further, to ensure data is triangulated and contextualized, data from WFP internal monitoring, such as market monitoring and a disaggregation of prices per location should be included to run analysis that checks correlations between local prices and household level variables. In this way analysis will provide a contextualized overview of the key factors affecting food security.

### Data protection and sharing

The PDM database will be housed internally in REACH, with full WFP access to all raw and cleaned data produced from FSOM data collection. To protect personal information that has been collected, such as names, telephone numbers and UNHCR registration numbers, non-anonymized data will be encrypted and password protected. The assessment officer and the designated WFP counterpart will have the password for this data and is responsible for protecting this data and only providing the necessary personal information, such as telephone numbers for data collection, to be shared internally. Otherwise, any data shared internally for data collection, analysis and the production of outputs, will be anonymized by the assessment officer and all personal information removed. Further all data shared with external partners, outside of WFP or REACH, will be anonymized and only be shared upon agreement of WFP. Where relevant, and agreed by WFP, REACH encourages the sharing of anonymized data to encourage more effective evidence based decision making for all humanitarian partners.

### Analysis

A preliminary analysis will be collaboratively drawn up by REACH and the WFP data analyst, including key disaggregations for each indicator and statistical tests, in addition to models which identify and explore key explanatory variables. This preliminary analysis plan will form the basis of the cross-tabulations and statistical tests, including results from modelling, provided by REACH to WFP. These cross-tabulations will be presented as graphs and maps. This analysis will form the basis of outputs produced, such as factsheets or reports. In collaboration with the WFP data analyst, key themes for focus group discussions will be identified, based on the findings of each round of quantitative data collection and key topics and question routes will be developed. Findings of focus group discussions will be used to contextualise the quantitative findings and presented in outputs to WFP, the format to be determined upon the start of the project. Further, in collaboration with the WFP data analyst, data from internal WFP monitoring will be included, where relevant, to the master PDM database, to triangulate findings and ensure key themes have been identified. The quantitative, qualitative and secondary WFP monitoring data will be analyzed in conjunction to identify key findings and factors affecting food security.

## OUTPUTS

The following outputs will be provided to WFP:

- Cleaned database for each monitoring round

- Master PDM database updated on a quarterly basis
- Cross-tabulations of disaggregated key indicators with relevant statistical tests provided on a quarterly basis, as agreed during development of preliminary analysis plan. These will be discussed iteratively, both prior to data collection and, on completion on the first round of data collection, further feedback from WFP will be incorporated into the selection of disaggregated indicators presented.
- Results of modelling of key explanatory variables provided on a quarterly basis
- Automated factsheets and/or online dashboard updated on a monthly basis, using key indicators identified during first round of data collection and decided in collaboration with WFP analyst.
- Quarterly analytical report highlighting key trends

Specific outputs will be decided in collaboration with WFP project inception, but could include monthly-update online dashboards, standardized factsheets, or short quarterly analytical reports

## VISIBILITY AND DISSEMINATION

- **Visibility arrangements:** Any outputs will be decided and produced in collaboration with WFP, ensuring full WFP visibility and logos, as well as REACH on all externally available products produced.
- **Dissemination Plan**
  - Share all relevant products with WFP teams
  - Factsheet open to key stakeholders, as agreed with WFP, updated with quarterly findings
  - Quarterly short report and presentations, shared in key coordination forums as agreed with WFP, such as Zaatar, Azraq, Mafraq and Amman coordination forums.

## DOCUMENTATION PLAN

- Terms of reference
- Data collection tool
- Raw quarterly monitoring data
- Cleaned quarterly monitoring data
- Cleaned master PDM database
- Focus group discussion summary reports
- Quarterly cross-tabulations with statistical test results
- Quarterly modelling results and syntax for reproduction
- Quarterly updated factsheets
- Quarterly Report
- Quarterly presentations

## ASSUMPTIONS

### Key Assumptions:

- WFP to obtain data from UNHCR on population of interest with relevant variables necessary to draw random sample stratified by agreed vulnerability criteria
- Timeframes proposed assume a survey length of no more than 30 minutes
- Key shifts in WFP assistance communicated to REACH when these occur

- No security incidents occur in the sample area
- Households agree to participate in the assessment
- Household vulnerability stays sufficiently constant to successfully identify households from different vulnerability strata and sample according to 90% confidence level and 5% margin of interest
- There are no practical logistical impediments at the field level

#### Mitigation Measures:

- Train teams on security and safety procedures when conducting assessments, such as ensuring female enumerators conduct interviews in safe environments.
- Provide a buffer within the sample to account for non-response rates
- Provide a buffer within the sample to account for households changing between vulnerability strata over time.
- Provide sufficient time-frames for data collection to allow for and resolve logistical impediments at the field level

## MANAGEMENT ARRANGEMENTS AND WORK PLAN

- **REACH technical backstopping support:** Technical expertise and quality assurance and validation at global level reviewing and ensuring all assessment and mapping inputs (research design, assessment tools, sampling methodologies, training materials) and outputs (factsheets, reports, summaries ) adhere to global quality standards. No outputs are released without this global validation
- **Assessment Manager:** Oversees the overall coordination of the project. Overseeing all teams, logistics, coordination, reporting and budgets and liaising with WFP for all project related matters, including budget, implementation, and finalisation of deliverables. In addition reviews all methodologies, analysis and output of assessments in Jordan
- **Assessment Officer:** Coordinates the project with field team and Assessment Manager, including tool design; data cleaning and analysis; data visualization and report writing; and presentation delivery.
- **GIS Officer:** Prepares sampling frameworks and identification of respondents. During data collection, provides support for data cleaning and data verification through plotting and checking GIS data throughout project for monitoring of field staff. Provides support for all mapping and visualization of final outputs.
- **Field Operations Coordinator:** Coordinates implementation of data collection, which includes ensuring all data collection and field implementation is in-line with objectives. Data coordinator is responsible for all recruitment and training of field coordinators and enumerators and designing FGD and quantitative data collection implementation plan according to methodology and sample size. During data collection, the field operations coordinator oversees all field based activities, monitoring, spot-checking and debriefing teams throughout data collection, whilst providing feedback to the assessment officer to ensure the timeliness and quality of data collected.
- **Database officer:** Responsible for data management, designing tools and translation. Specifically this involves technical tool development, the database officer codes and builds the ODK form, amending the form during and after pilot. In addition to this the database officer provides support for data cleaning by monitoring incoming data for errors to ensure quality control and translating and recording the finished data set. During analysis the database officers is used to running re-checks and provide technical support during analysis.

## WORK PLAN

**This work-plan indicates the duration of the pilot, including a period for preparation before the pilot and review, after the pilot. For future monitoring rounds, the highlighted red activities indicates the time expected for the full data collection and analysis process.**

TIMEFRAME		DECEMBER				JANUARY			
ACTIVITIES		PREPARATION		PILOT		Review and finalization of Pilot			
Phase	Task	1	2	3	4	1	2	3	4
Pilot	Tool development								
Pilot	Preliminary analysis plan								
Pilot	Output and dissemination plan								
Pilot	Recruitment								
Pilot	Training								
Pilot	Pre-pilot								
Pilot	Collect data								
Pilot	Data cleaning								
Pilot	Preliminary analysis								
Pilot	Develop FGD topics								
Pilot	Conduct FGDs								
Pilot	Drafting of outputs								
Pilot	Feedback and finalisation of outputs								
Pilot	Presentation and dissemination of findings								
Pilot	Appraisal of data collection								
Pilot	Review of tool and preliminary analysis plan								